



**Government of India**  
**Ministry of Textiles**

**OFFICE OF THE JUTE COMMISSIONER**

CGO Complex, 3<sup>rd</sup> MSO Building, E & F Wings, DF BLOCK,  
4<sup>th</sup> Floor, Sector-I, Salt Lake City, Kolkata – 700064

Empanelment of IT Resource Person (Assistant System Administrator)

Applications are invited from eligible candidates for deployment as IT Resource Person (Assistant System Administrator) (01 post) in the Office of the Jute Commissioner under Ministry of Textiles, Govt. of India in Kolkata purely on contract basis. The details such as eligibility criteria, terms & condition, locations, last date etc., kindly visit our website:<https://jutecomm.gov.in>

Advt. No: Jute (Mktg)/92/2013-II

DY. JUTE COMMISSIONER



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Deployment of IT Resource Persons (Assistant System Administrator) in the Office of the Jute Commissioner on contract basis (Adv.No. Jute (Mktg)/92/2013-II)

Terms & conditions:

1. The persons interested to apply for the one post of Assistant System Administrator on contract basis may send their application in the given prescribed proforma (Annexure- I) through proper channel to the Jute Commissioner, Office of the Jute Commissioner, CGO Complex, 3<sup>rd</sup> MSO Building, E & F Wings, DF BLOCK, 4<sup>th</sup> Floor, Sector-I, Salt Lake City, Kolkata – 700064, subscribing “**Application for the post of Assistant System Administrator**” within 30<sup>th</sup> September, 2021.
2. The interested applicants are advised to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility.
3. Those candidates, whose application is successfully submitted, will be called for the Interview. At the time of interview, Documents verification will be done.
4. Date of Interview and Document verification will be informed after last date of submission of form. The same will be published at <http://jutecomm.gov.in>. Candidates are advised to check the website regularly. **Interview and Document Verification will be conducted at the O/o the Jute Commissioner, CGO Complex, 3<sup>rd</sup> MSO Building, E & F Wings, DF BLOCK, 4<sup>th</sup> Floor, Sector-I, Salt Lake City, Kolkata – 700064.**
5. Based on performance of the candidates in the Interview, the eligible candidate will be considered for deployment on projects/development-cum-maintenance of Application in Kolkata purely on contract basis, initially for the period of one year (which may be further extended based on requirements/performance of the candidate on a year to year basis) or upto Jute Commissioner’s office contract period with the client whichever is earlier.
6. No TA/DA will be provided to candidates for appearing for the Interview.
7. Candidates must bring at least one original Photo ID proof and all original Mark Sheets/degrees/ testimonials/ post qualification experience certificates (including the Experience letter of the current place of working)/ one passport size photo and their SELF ATTESTED photocopies on the day of the Interview/Document Verification for verification purpose otherwise they will not be allowed to appear in the interview. The cutoff date for calculating age, qualifications, experience etc. will be the last date of submission of the form i.e. 30<sup>th</sup> September, 2021. In case, last date is extended, the date of determining eligibility will not change.
8. The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to Class X, the evidence to that effect should be furnished at the time of interview.

9. Canvassing/trying to influence Jute Commissioner's office employees to secure the job in any manner shall disqualify the candidate.

10. Jute Commissioner's office has the right to accept or reject the application without assigning any reason thereof.

11. The post is purely on contract basis & there will not be any permanent appointment/absorption/regularization etc.

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## PROFORMA

APPLICATION FOR THE POST OF ASSISTANT SYSTEM ADMINISTRATOR ON CONTRACT BASIS IN THE OFFICE OF THE JUTE COMMISSIONER, GOVT. OF INDIA, MINISTRY OF TEXTILES, KOLKATA.

Recent colour  
passport size  
photograph of  
candidate duly  
self attested.

Name of the post being applied for :

1	Candidate's name in block letters		
2	Date of birth (in Christian Era) (Attach self attested copy of Birth Certificate, PAN Card or Aadhaar Card)		
3	Educational Qualifications (Attach copies of educational certificates – self attested)		
4	Experience: (Attach copy of experience certificate from employer specifying exact period of employment – self attested)		
5	Father's Name		
6	Gender		
7	Nationality		
8	Address :		
	i.Address for communication:		
	ii. Permanent Address:		
9	Mobile No. and email address		
10	Language Known		
11	Additional information, if any, which you would like to mention in support of your candidature:		

Date:

Signature of the candidate

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Eligibility Criteria against the Advertisement vide no. Jute (Mktg)/92/2013-II for empanelment of IT Resource Persons to be deployed in the Jute Commissioner's office.

S.No	Name of the Post	Essential Qualification	Consolidated monthly salary (Rs.)	Experience	Job Profile
1.	Assistant System Administrator	Graduate in Science/Engineering with Diploma/Degree in computer.	40,000/-	Minimum two (2) years experience in handling Oracle application with knowledge of apex, Java Script & PL/SQL.(Certificate or other proof will be required)	Analysis, design, development, enhancement, new module creation, testing, implementation of application in Oracle Application Express(APEX), Maintenance of existing application, etc. Monitoring and maintaining the database and handling exceptions.

**NB:**

- A consolidated remuneration of Rs.40,000/- (Rupees forty thousand only) per month with necessary deductions as per Govt. of India Rules. There shall be no other pay & allowances applicable for the job. Some upward revision ordinarily between (3 to 7%) may be provided yearly in case of extension on year to year basis but the candidate shall not have any right to claim such upward revision.
- 15 days leave with full pay in a year which may be availed of with prior approval. For any unauthorized absence, pro-rata deduction will be made from the consolidated remuneration. All national and other holidays as generally applicable to employees of office of the Jute Commissioner will be applicable to you. However, in case of exigencies duties will be required to be discharged even on these National holidays.
- This office observes 5 days a week working schedule. However, the candidate may be called for duty on Saturdays & Sundays in case of urgent requirement arises. No extra remuneration will be payable for such duties performed in exigencies.

- The Office of the Jute Commissioner reserves the right to not to select any candidate & cancel the Selection process at any stage without assigning any reason. The selected candidate may be terminated in case of unsatisfactory performance or any other exigency before the contract period is over. No compensation etc will be admissible. However, 3 months prior notice will be given. Similarly candidate may leave the assignment with 3 months prior notice.

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